



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

INFORMATIONAL LETTER NO. 761

TO: Iowa Medicaid Home Health Providers

DATE: October 22, 2008

FROM: Iowa Department of Human Services, Iowa Medicaid Enterprise

SUBJECT: Electronic Filing of Claims effective January 1, 2009

EFFECTIVE: January 1, 2009

Effective January 1, 2009 Home Health Providers will no longer be required to submit documentation with their claims to the Iowa Medicaid Enterprise (IME). As a result of this change, Home Health providers are urged to submit their claims electronically to the IME. Electronic claim submission is the preferred method for sending claims to the IME because it is faster, more accurate and less expensive than filing on paper.

Providers that wish to take advantage of electronic billing must be enrolled with Iowa Medicaid's EDI Department, Electronic Data Interchange Support Services (EDISS). Each NPI number that will be electronically billed must be enrolled with EDISS. The forms to be completed can be found on the EDISS website.

<http://www.edissweb.com/med/forms/enrollment.html>. The required forms are:

- The 837I, Institutional Claim (interactive form)
- Iowa Medicaid Enrollment Form
 - Noridian Administrative Services, LLC (NAS) EDI Enrollment Form
- Software Licensing Agreement (SLA) - only needed if the provider wishes to use the PC-ACE Pro32 software program.

Completed forms can be faxed to EDISS (fax number 1-877-269-1472). Once processed, EDISS will return a fax to the provider's office. This fax will include a submitter ID, trading partner ID and passwords.

The IME offers free software, PC-ACE Pro32 that providers can use to bill claims electronically. The software is easy to use. IME staff is available to assist providers with use of this software. Please contact Kathy Eshelman at imeproviderservices@dhs.state.ia.us attention Kathy.

The IME appreciates your partnership as we work together to serve the needs of Iowa Medicaid members. If you have any questions, please contact IME Provider Services, telephone 1-800-338- 7909, locally 515-725-1004 or by e-mail at: imeproviderservices@dhs.state.ia.us.